



CRDC SY 2011-12 Webinar Presentation

Pre-Collection Tools Excel Templates

May 2012

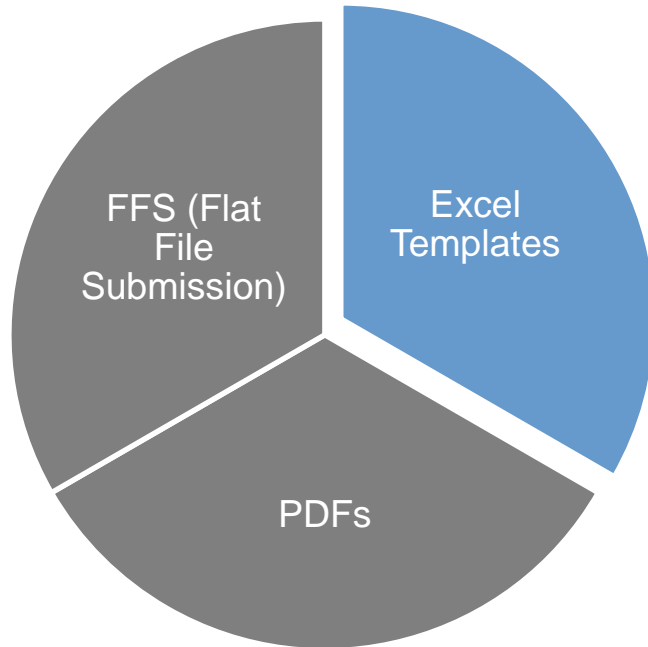


Agenda

<i>Topic</i>
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Introduction

Pre-collection Tools



Three pre-collection tools have been created to help with the collection of CRDC 2011-12 data:

- **PDFs** – A four-part printable document containing all survey questions (data groups).
- **Excel Templates** – Four separate Excel files, one for each CRDC Form, containing all survey questions (data groups) for that form.
- **Flat File Submission (FFS)** – District uses the provided flat file specifications to create their own data files.

This Webinar focuses only on the Excel Templates pre-collection tool.



Introduction

- Pre-collection tools are designed to provide a way for LEAs to capture current school year data before the new school year begins, to avoid the risk of losing the current school year data.
- The survey is based on SY 2011-12. In order to have all the required data available in September 2012 (after the school year closes) when the survey opens for data entry, you may want to collect the detailed data needed for CRDC 2011 before the school year ends and store the data in the pre-collection tools.

Who Should Use the Excel Templates Pre-Collection Tool?



- The Excel Templates Pre-Collection Tool is intended for:
 - Districts with 2-10 schools
 - Districts with a moderate level of technical expertise in the use of Excel

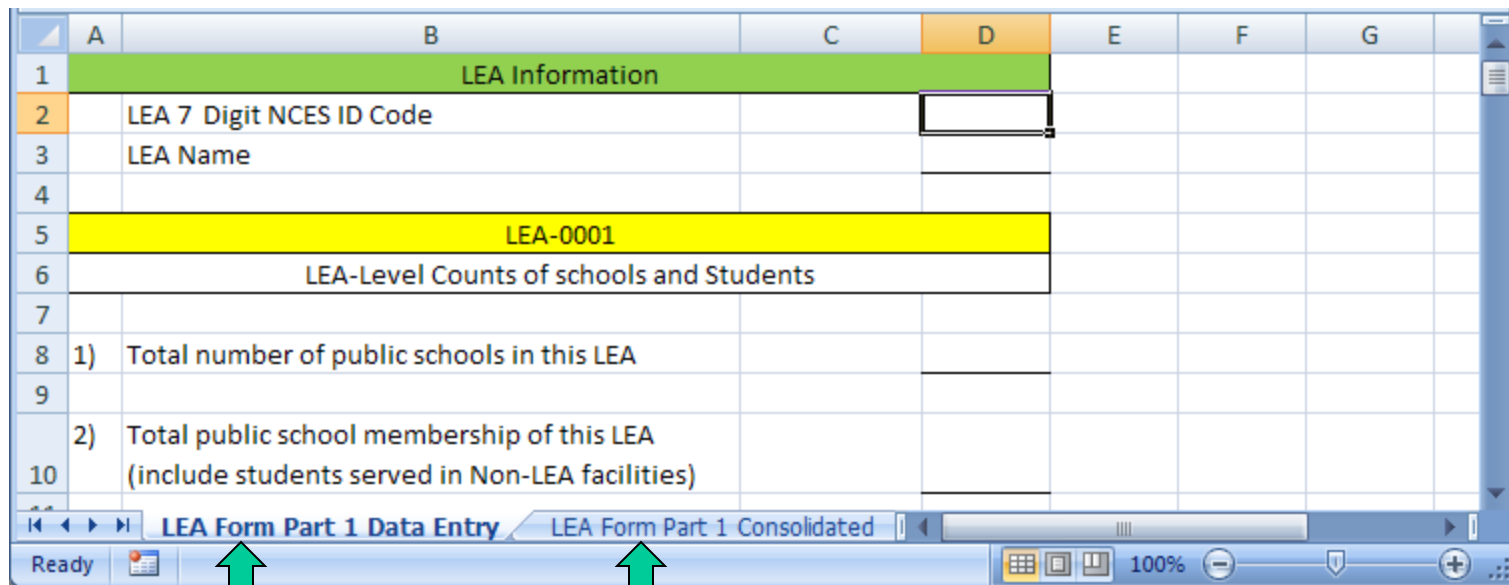


What is the Excel Templates Pre-Collection Tool?

- Four pre-formatted Excel files (one file per CRDC form) containing all survey questions (data groups)
- The templates have been made to mimic the on-screen look of the web-based survey tool
- Users enter their CRDC data in the Excel spreadsheets and save the files.
- Once the survey opens, users upload their files into the web-based collection tool.

Filling Out a Template

- Open a template
- Make sure that you are in the first tab (the Data Entry tab), not in the second tab (the Consolidated tab)



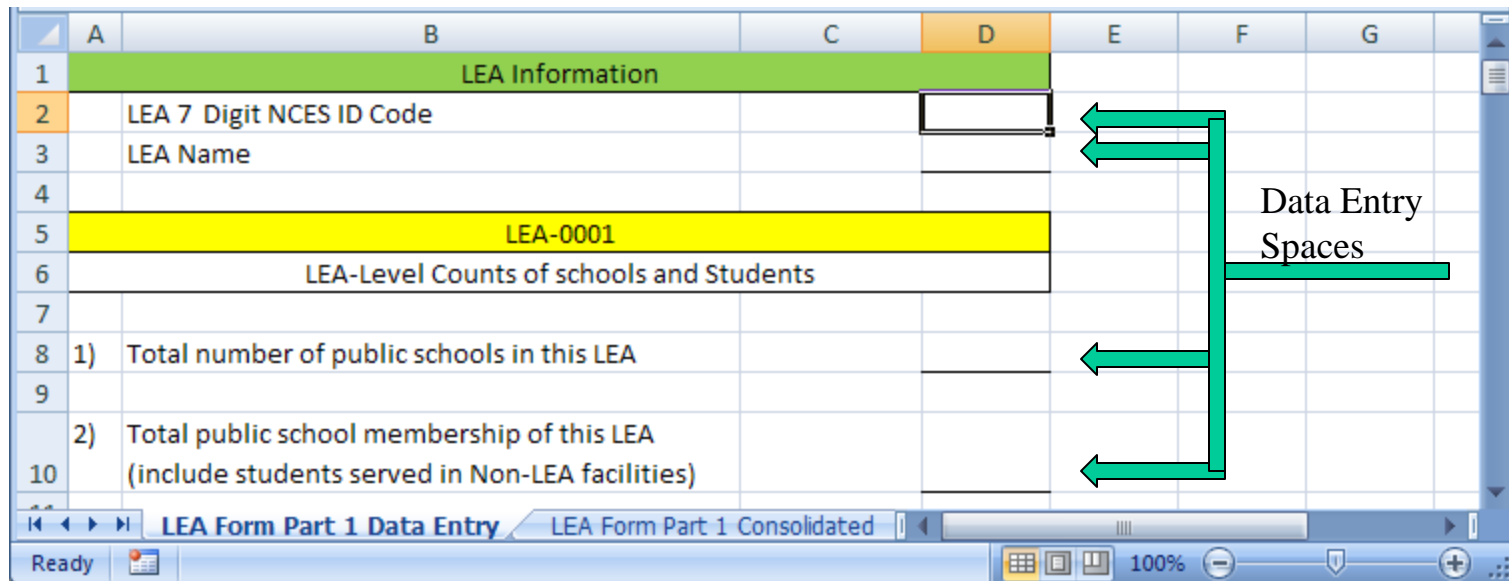
	A	B	C	D	E	F	G
1	LEA Information						
2	LEA 7 Digit NCES ID Code						
3	LEA Name						
4							
5	LEA-0001						
6	LEA-Level Counts of schools and Students						
7							
8	1)	Total number of public schools in this LEA					
9							
10	2)	Total public school membership of this LEA (include students served in Non-LEA facilities)					

First Tab

Second Tab

Filling Out a Template

- Enter your data in the appropriate cells.
- The user must fill in the LEA ID on the LEA Form templates and the LEA ID and School ID on School Form templates. 7 digit LEA IDs and 5 digit school IDs must include all leading zeros.
- The headings and questions cells on the tab are locked, to prevent you from entering data in an incorrect spot.



	A	B	C	D	E	F	G
1	LEA Information						
2	LEA 7 Digit NCES ID Code						
3	LEA Name						
4							
5	LEA-0001						
6	LEA-Level Counts of schools and Students						
7							
8	1)	Total number of public schools in this LEA					
9							
10	2)	Total public school membership of this LEA (include students served in Non-LEA facilities)					

Filling Out a Template – Copy / Paste

- Data can be copied and pasted to make table completion faster.

The data from the first two cells has been copied down through all of the race and ethnicity categories. The copy / paste function makes filling out tables where all of the answers are the same much faster .



Male	Female
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0

Filling Out a Template - Totals

- Total cells in the template will automatically calculate and display the total of the cells above it.

Male	Female
0	0
0	0

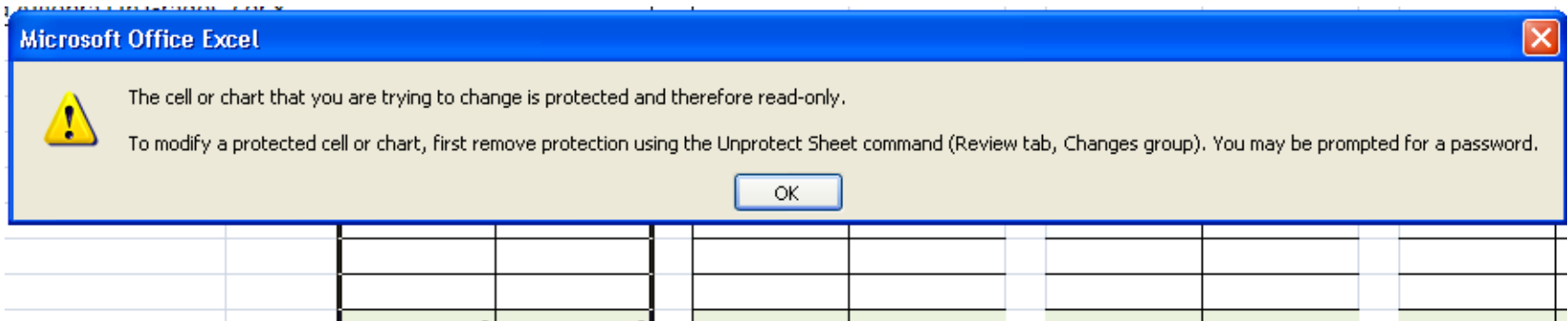


The first two cells in this table have been filled with 0's



The template automatically calculates and displays the totals for the table

- Because the totals cells are locked cells, Excel will give you an error message if you try to enter data into or paste data over the total cells.



Filling Out a Template - Skip Logic

- The Excel templates have some built in “skip logic”. Based upon the responses to certain guiding questions, the template will turn dependent fields red to indicate that these fields do not need to be completed. **Note :** *The template for Part 2 School Form does not include all “skip logic,” because some of the guiding questions are in the separate template for Part 1 School Form.*

School Information			
	LEA 7 Digit NCES ID Code		
	School 5 Digit NCES ID Code		
	School Name		
Optional For Skip Logic purposes only	Do you have students in grades 9, 10, 11, 12; or Ungraded students taking classes for grades 9, 10, 11 or 12?	NO	
10)	LEP		
SCH-0026a			
Students who passed Algebra I in Grades 9 or 10			
		Male	Female
1)	Hispanic/Latino of any race		
2)	American Indian/Alaskan Native		
3)	Asian		
4)	Native Hawaiian or other Pacific Islander		
5)	Black or African American		
6)	White		
7)	Two or more races		
8)	Total		
9)	Students with Disabilities: IDEA		
10)	LEP		

Because the user answered the guiding question indicating that the school does not have students in grades 9-12, the fields for data group SCH-0026a have been marked in red as not needing to be answered.





Filling Out a Template - Records per Template

- The Part 1 and Part 2 LEA Form templates will accommodate only one LEA. If the user is responsible for multiple LEAs, the user will need to fill out separate templates for each LEA.
- The Part 1 and Part 2 School Form templates are designed to accommodate up to ten schools per template. If the LEA contains more than ten schools, the user will need to fill out separate templates for the additional blocks of up to ten schools.
- The order of the schools does not need to be consistent between the templates for Part 1 School Form and Part 2 School Form.



Filling Out a Template – Partial Files

- Templates do not need to be completely filled out (only LEA ID and School ID are mandatory fields).
- You can submit multiple, partly completed templates.
 - For example, if you have eight schools in the district, you could put the data for four schools in one School Form template and the data for the other four schools in another.



Consolidated Tab

- Each template has two tabs. The second tab is the Consolidated tab.
- The template automatically takes the data entered by the user on the Data Entry tab and converts it to proper .csv formatting on the Consolidated tab.
- The two character record type indicator required at the start of the Consolidated tab is automatically populated.
- The Consolidated tab is locked so the user cannot accidentally change data on this tab.



Consolidated Tab

1234567		1234567	
12345		54321	
Example School 1		Example School 2	
Male	Female	Male	Female
5	6	35	36
10	11	30	31
15	16	25	26
20	21	20	21
25	26	15	16
30	31	10	11
35	36	5	6
140	147	140	147
5	6	10	11
10	11	5	6

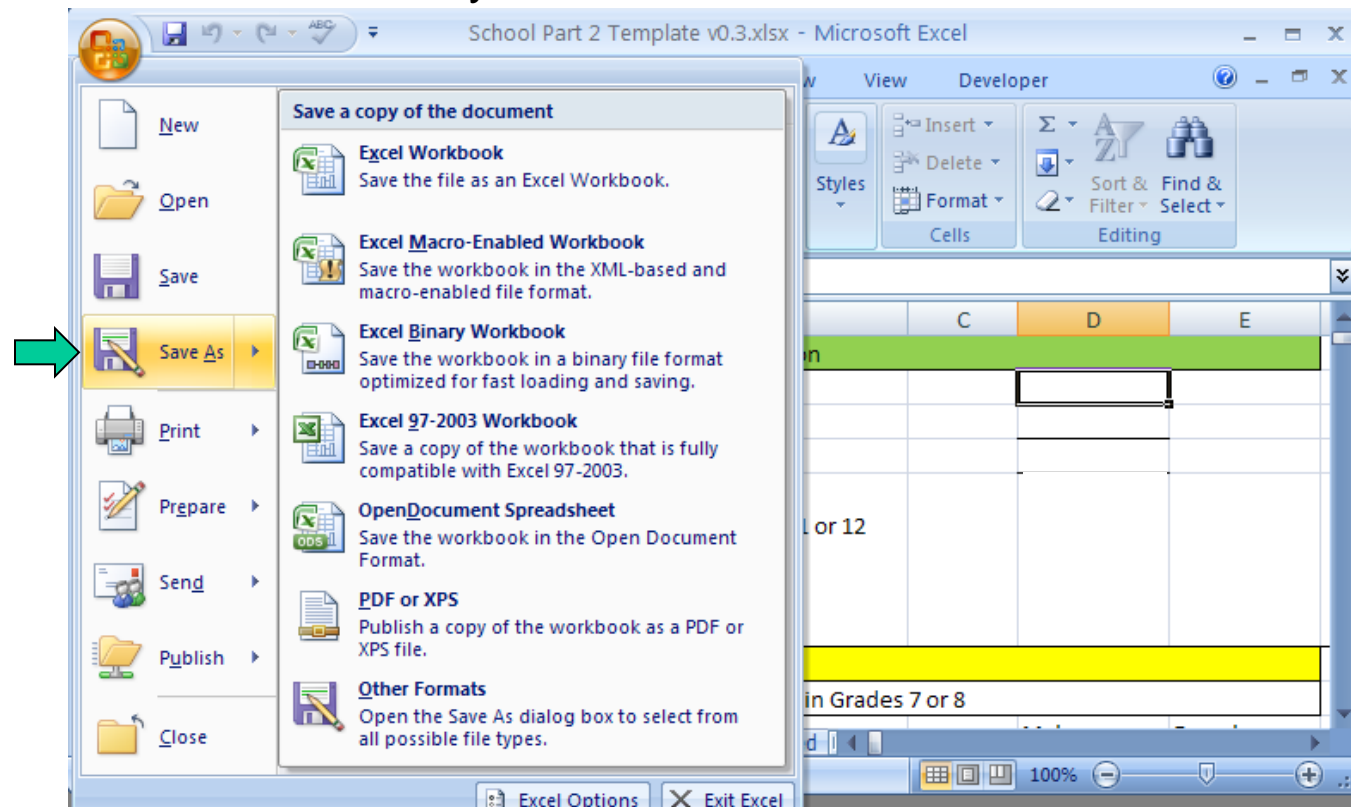
The template takes the data entered on the Data Entry tab and maps it to the Consolidated tab in a .csv file format. The end result is a .csv file that can be uploaded into the web-based survey tool when it opens.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	B	2	1234567	12345	Example S	5	10	15	20	25	30	35	140	5	10	6	11	16	21
2	B	2	1234567	54321	Example S	35	30	25	20	15	10	5	140	10	5	36	31	26	21

Saving the Workbook

- It is highly recommended that you save the whole workbook in standard Excel format before saving the Consolidated tab as a .csv file.
- Saving the whole workbook in standard Excel format will insure that you still have the data for future use and editing.
- If you only save the Consolidated tab, when you close the Excel file you will lose all the data on the Data Entry tab.

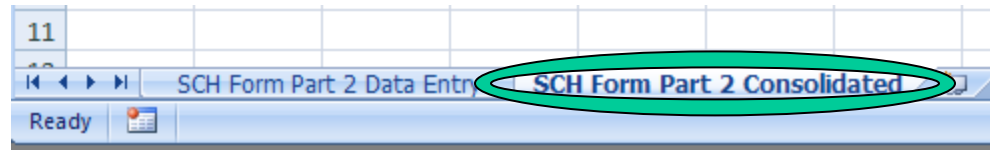
Select Save As , and provide a meaningful file name to help you remember what data is in this file, such as [School_Part_2_complete_data.xlsx](#), or, in the case of a partial file, [School_Part_2_Retention_Data_Only.xlsx](#). Doing this will save your data for future use and remind you which data is in the file.



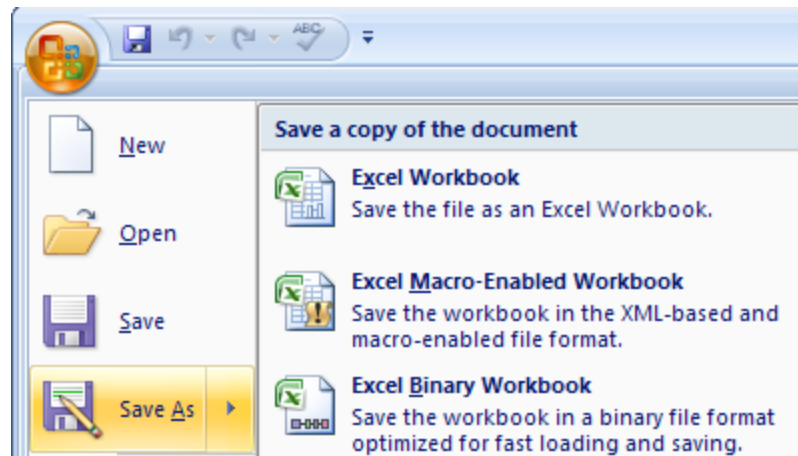
Saving the Consolidated Tab as a .csv File

- Saving the Consolidated tab as a .csv file will transform it into a file that can be uploaded into the web-based survey tool. The web-based survey tool will only allow .csv files to be uploaded.

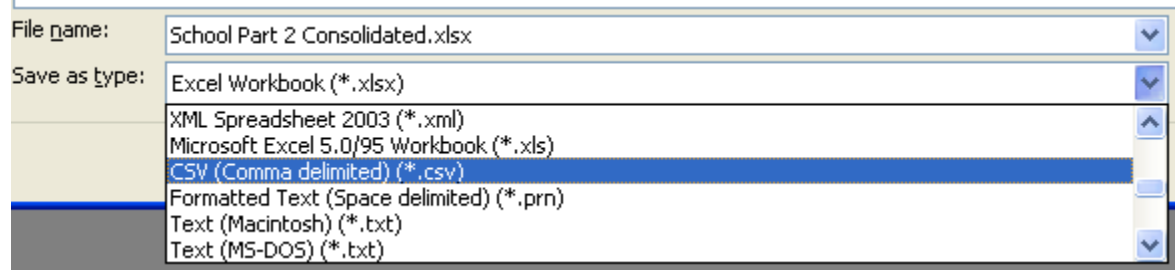
Step 1 – A .csv file can only be created from one tab in a workbook. Make sure you have selected the Consolidated tab.



Step 2 – Select “Save As” from the drop-down menu, and enter a file name. The Consolidated tab name will change to the name you give the .csv files.

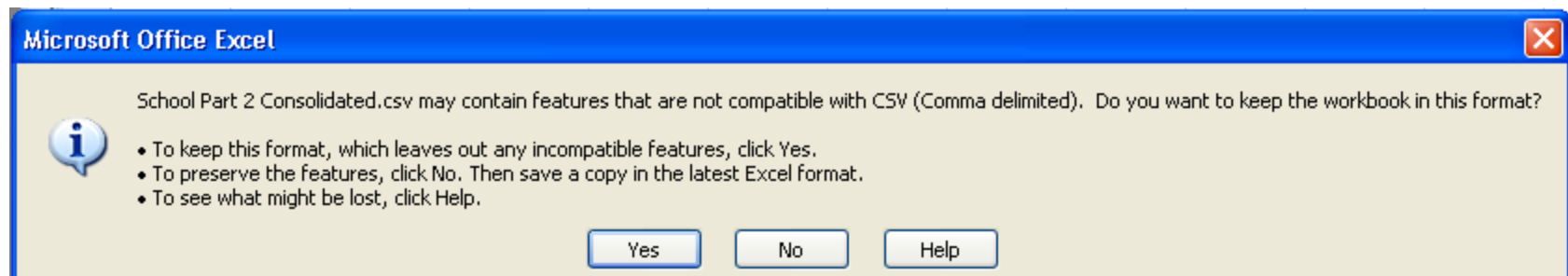
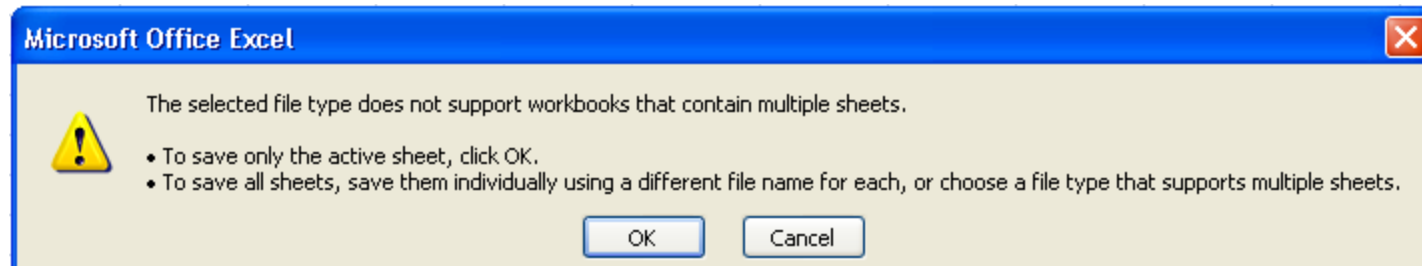


Step 3 – In the “Save as type” bar, scroll down to “CSV (Comma delimited) (*.csv)” and select it. Click on “Save”.



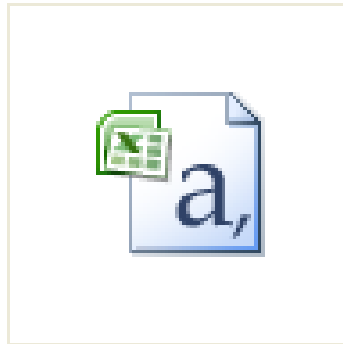
Saving the Consolidated Tab as a .csv File

Step 4 –The following warning messages will be displayed, saying that the save feature can only save the tab you currently have selected, and that not all of the formatting will carry over. Click on OK/Yes for all warning messages.

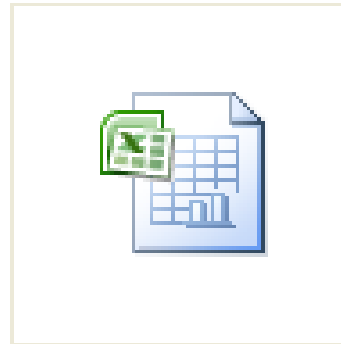


Saving the Consolidated Tab as a .csv File

Step 5 – The .csv file containing your data is now ready for uploading to the web-based survey based tool. The file icon for the .csv file is different than that for the Excel template:



School Part 2
Consolidated.csv



School Part 2
Consolidated.xlsx



Pros and Cons of Excel Templates Pre-Collection Tool

Pros

- Similar format to the web-based survey tool.
- Contains some automatic “skip logic” to inform the user which tables they do not need to complete based upon their responses to other questions.
- Data from Excel Template files can be automatically uploaded into the survey database when the web-based survey tool opens.

Cons

- Requires moderate technical expertise in Excel to use the tool.

How Do I Obtain the Excel Templates Pre-Collection Tool?



- The Excel templates are available for download from the CRDC website: www.crdc2011.org.
- Click the Pre-Collection tab on the toolbar at the top of the screen.
- Locate the Excel template files on the list of downloadable documents.
- Save the Excel template files to an easy-to-remember place on your computer (e.g., on your desktop).



Using Pre-Collection Tools in Combination

Using Pre-Collection Tools in Combination

You can use any combination of pre-collection tools in any configuration desired to collect your data.

Example 1: Smaller school district using the Excel and PDF Tools to collect data from individual schools

ABC school district includes 7 schools, including 2 high schools. Most of the data is stored in a centralized district data system. However, some of the interscholastic athletics data is only available at the high schools.

Therefore, the CRDC coordinator might use the Excel template to populate the majority of the data through the centralized district data system.

In order to gather the data housed only at high schools, the CRDC coordinator may send the Part 2 school PDF form to the high schools to have them complete the interscholastic athletics sections.

Example 2: Larger school district using the FFS and Excel Tools

DEF school district has 27 schools, including 3 alternative schools. Data on alternative schools is maintained by a separate department within the LEA.

Therefore, the CRDC coordinator might use the FFS tool to collect the majority of CRDC data. The CRDC coordinator may send the Excel templates to the department in charge of alternative schools to have them fill in the missing data.



Other Pre-Collection Tool Webinars

- Other available CRDC SY 2011-12 Pre-collection Tools Webinars:
 - Introduction to CRDC and How to Collect Your Data
 - Changes for SY 2011-12 CRDC and How to Collect Your Data
 - Pre-collection Tools - PDFs
 - Pre-collection Tools - Flat File Submission (FFS)



CRDC Support

To access additional information regarding the CRDC:

Check the FAQs

This document is updated regularly and aims to answer all general questions. The FAQ document can be accessed by clicking the FAQs / Additional Resources tab on the toolbar at the top of the CRDC website <http://crdc2011.org>.

Contact the Partner Support Center (PSC)

If you have any questions not addressed by the FAQs, or feedback regarding the survey process, please contact the PSC:

- Web form <http://www.crdc2011.org/LEA/help.aspx>
- Telephone* 1-855-320-6459
- Fax 1-888-FAX-EDEN (1-888-329-3336)
- TTY/TDD 1-888-403-3336 (888-403-EDEN)

* 8am - 6pm ET